

## St. Cloud State University COLLEGE 111 – Career Planning

*NOTE: This is a SAMPLE syllabus and is only meant to give you a snapshot of what this class has looked like in previous semesters. All material in this syllabus are subject to change depending on who the instructor is and if the structure of the course changes. Refer to the actual syllabus obtained by your instructor.*

### COURSE OVERVIEW

This course is designed to introduce you to the process of career exploration and research. We will start by focusing on the foundation for all good career planning – defining the true YOU! You will consider what characteristics (abilities, interests, values, and personality) help make you the unique person that you are and begin thinking about how this self-knowledge relates to your choice of a major and a career. Next we will turn to topics such as career research, decision making, job preparation and understanding the world of work. Later in the course we will be focusing on skills and strategies you need to be successful in your job search and your career.

This course will provide you with a set of skills that will enable you to adapt to changes in your life both personally and professionally. The content of the course involves self-exploration as well as knowledge of the world of work. **You will be evaluated on how much effort and depth of thought you put into your assignments, on your professionalism in written communication, and on your work ethic and the quality of your assignments.** YOU are an integral part of accomplishing the objectives of this course.

#### ***Career Inventories:***

You will need to take career assessments/inventories for this course. These assessments will begin to frame how you articulate qualities about yourself that will be used in making a career choice. These assessments look at your occupational interests as well as personality factors which will influence what types of occupations would suit you. Career Inventories which will be covered in this course may include any of the following: FOCUS2, iStartStrong, Myers Briggs Type Indicator (MBTI), Strengths Quest, and/or others.

### COURSE OBJECTIVES

As a result of taking this course, students will:

- Understand that the components of a career choice include career, personal, and educational awareness
- Analyze and articulate work interests, skills, values and personality preferences and how these can be used to determine career direction
- Recognize that a career is a life-long process involving continuous evaluation, integration and prioritization of various life roles
- Enhance decision making skills and develop tentative major and/or career options
- Increase knowledge of the world of work and career options
- Demonstrate proficiency with basic self-marketing strategies, including resume writing, networking and informational interviewing
- Locate and critically evaluate information related to major and career decision-making using technology platforms and recommended websites



## COURSE POLICIES

### **Quality of Work:**

You will be evaluated on how much effort and depth of thought you put into your assignments, on your professionalism in written communication, and on your work ethic and the quality of your assignments. Effective time management will be critical to your success in this course. To be successful in this course, keep in mind the following items:

- Focus on your writing. College quality work is grammatically correct and free of typographical errors. Points will be deducted for mechanical and structural errors such as capitalization, punctuation, spelling, misuse of words, formatting, paragraph structure, fragments and run on sentences, etc. You want your instructor to focus on your content and not sentence structure and grammar when reviewing your assignments. You might be asking, why does this matter? Because communication skills are the #1 skill employers seek, and strong written skills can make or break whether you get an interview, job offer, or promotion.
- Please be sure to thoroughly **proofread your work**; failure to do so will impact your grade on assignments. VISIT THE WRITE PLACE if necessary – Ruby Cora Webster Hall, Room 117 or Miller Center 1<sup>st</sup> Floor, Room 135E <http://www.stcloudstate.edu/writeplace/>

### **Email Communication:**

There are many forms of communication and it is important that you understand distinctions between how you might communicate professionally versus in your personal life. I expect that you will communicate via email in a respectful and professional way, using proper grammar and punctuation.

- Before you send an email to your instructor, make sure to check the syllabus and all other material you have been provided with at the beginning of the semester to see if you can answer your own question.
- You are what you email. Instructors and supervisors will shape their opinion of you according to the quality of the email messages you are sending.
- Like in a professional work situation, your emails should be more professional than casual; make sure to always address the person you are emailing (Dear... or Hello...) and close the email with courtesy.
- Be sure that you proofread every email before you send it.

### **Accommodations for Students with Disabilities:**

SCSU is an affirmative action, equal opportunity employer and educator. We are committed to a policy of nondiscrimination in employment and education opportunity and work to provide reasonable accommodations for all persons with disabilities. Accommodations are provided on an individualized, as-needed basis, determined through appropriate documentation of need. Please contact Student Accessibility Services (SAS), [sas@stcloudstate.edu](mailto:sas@stcloudstate.edu) or 320-308-4080, Centennial Hall 202, to meet and discuss reasonable and appropriate accommodations.

### **Late Assignments:**

Work is considered late if it is not turned in to the D2L Brightspace drop box **before** the deadline. Late work can only receive up to 50% of the total points for that assignment. Late work may be submitted in the appropriate drop box up until the last day of finals week.



## GRADING

You are encouraged to keep track of your own points throughout the semester to track your progress and calculate your grade. Assignment grades will be posted on D2L.

Vocational Autobiography. . . . .	5 points
Explore Your Values. . . . .	10 points
Interest Assessment/Inventory . . . . .	25 points
Major Exploration . . . . .	15 points
Career Research & Exploration. . . . .	25 points
Career Center Resume Review. . . . .	10 points
Final Resume. . . . .	25 points
Clifton Strengths Assessment & Activity. . . . .	20 points
Elevator Pitch . . . . .	10 points
Job Shadows/Informational Interviews . . . . .	40 points
Mock Interview. . . . .	30 points
Ted Talk Write Ups. . . . .	3x 5 points
Final Reflection Paper. . . . .	15 points
.....	<b>260 Total Points</b>

The grading scale is as follows:

95-100%	A	80-82%	B-	66-69%	D+
90-94%	A-	76-79%	C+	60-65%	D
86-89%	B+	73-75%	C	Below 60%	F
83-85%	B	70-72%	C-		